

Garment Production

LEVEL – IV

Based on March 2022, Curriculum Version 1

Module Title: Apply finishing on garment product



Module Code: IND GAP3 M7 0322

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Prepared By: Addis Ababa TVET Bureau

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Addis Ababa, Ethiopia

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Acronyms

OHS health and safety

PPE personal protective equipment

POMs points of measure

SOP Standard Operating Procedure

CAD computer add design

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ACKNOWLEDGMENT

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INTRODUCTION

Finishing is the final step in the garment production process. It is a series of processes that are applied to a garment to improve its appearance, feel, and performance. Finishing processes can be applied to the garment as a whole or to specific parts of the garment. Some common finishing processes include: Washing: This removes any dirt or impurities from the garment, Tumbling: This helps to soften the fabric and give it a more relaxed appearance, Ironing: This helps to remove wrinkles and creases from the garment., Pressing: This uses heat and pressure to give the garment a sharp, tailored look., Folding: This helps to keep the garment wrinkle-free and ready to wear. Packaging: This protects the garment from damage during shipping and storage.

In addition to these basic processes, there are a number of other finishing processes that can be applied to garments, depending on the desired effect; The specific finishing processes that are applied to a garment will vary depending on the type of garment, the fabric used, and the desired effect. However, all finishing processes play an important role in ensuring that garments are of high quality and ready to wear. Here are some examples of how finishing can be used to improve the appearance, feel, and performance of garment products: **Understand Applying finishing on garment product.**

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Module units

Unit 1. Determine job requirements

Unit 2. Prepare workstation

Unit 3. Finish work

Learning objectives of the Module At the end of this session, the students will able to:

- Determining job requirements
- Preparing workstation
- Finishing work

Module Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks

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Unit one: Determine job requirements

This learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

- Follow standard operating procedures
- Comply with work health and safety (OHS) requirements at all times
- Use appropriate personal protective equipment (PPE)
- Identify job requirements from specifications, drawings, job sheets or work instructions

This unit covers the knowledge, skills and attitude required to finish completed work in the production of garments or other associated articles

- Following standard operating procedures
- work health and safety (OHS) requirements and personal protective equipment
- Identifying job requirements from specifications, drawings, job sheets or work instructions

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Unit one : Job requirements

Job requirements: - in garment manufacturing vary depending on the specific role and the company. However, some common requirements include:

Education and training: Many entry-level garment manufacturing jobs do not require any formal education or training. However, some employers may prefer to hire workers with a high school diploma or GED. Some jobs, such as garment engineers and pattern makers, may require a college degree or other specialized training.

Experience: Entry-level garment manufacturing jobs may not require any experience. However, for more senior positions, such as supervisor or manager, employers may prefer to hire workers with several years of experience in the garment industry. **Skills and abilities:** Some common skills and abilities required for garment manufacturing jobs include:

- Sewing skills
- Attention to detail
- Ability to follow instructions
- Ability to work independently and as part of a team
- Manual dexterity
- Physical fitness

In addition to these general requirements, some garment manufacturing jobs may have specific requirements, such as knowledge of particular types of machinery or software.

Here are some examples of specific job requirements for garment manufacturing jobs:

- Garment production worker: Sewing skills, attention to detail, ability to follow instructions, manual dexterity
- Garment production supervisor: Ability to manage a team of workers, knowledge of garment production processes, ability to identify and solve problems
- Garment production engineer: Bachelor's degree in engineering, knowledge of garment production processes, ability to design and implement new production methods

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- Garment production quality control inspector: Attention to detail, knowledge of garment production processes, ability to identify and record defects
- Garment production pattern maker: Knowledge of garment construction, ability to use CAD software, ability to create patterns for different sizes and styles of garments

Job Description and Training of Sewing Machine Operator



- => Fill up hourly basis production target
- => Keeping clean sewing machine
- => Use all personal protective equipment
- => Follow mock-up
- => Keeping the quality standard of his sewing process
- => Knock sewing maintenance team for machine breakdown or any mechanical problem in the sewing machine
- => Ensure alteration of his produced defect
- => Report sewing supervisor for any types of problem
- => Keeping available of all necessary tools for a sewing machine
- => Proper machine handling, elimination of unwanted motion and correct pickup, sew and dispatch method

If you are interested in a career in garment manufacturing, it is important to research the specific job requirements for the positions you are interested in. You can find job descriptions on the websites of garment manufacturers and job boards. You can also talk to people who work in the garment industry to learn more about the skills and experience required for different jobs.

1.1 Standard operating procedures

The garment production process is a complex one, involving many different steps and tasks. Standard operating procedures (SOPs) are written instructions that describe how to perform each step of the

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process in a consistent and efficient manner. SOPs are essential for ensuring quality control and productivity in garment manufacturing. Here are some examples of SOPs for the garment production process:

- Fabric inspection SOP: This SOP describes how to inspect fabric for defects before it is used in production.

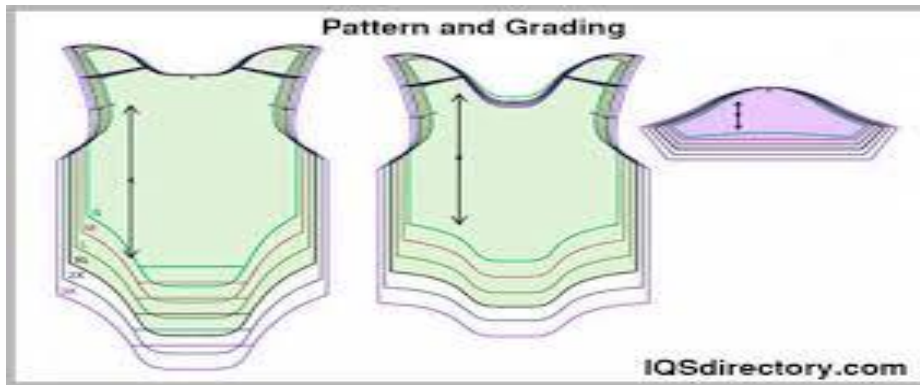


- Pattern making SOP: This SOP describes how to create patterns for garments, taking into account the desired style, fit, and size.



- Grading SOP: This SOP describes how to grade patterns to create different sizes of the same garment.

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- Marking SOP: This SOP describes how to mark patterns onto fabric, using a variety of marking methods such as chalk, ink, or laser cutting.
- Spreading SOP: This SOP describes how to spread fabric out in preparation for cutting.



- Cutting SOP: This SOP describes how to cut fabric into garment pieces, using a variety of cutting methods such as scissors, rotary cutters, or laser cutters.



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- Sewing SOP: This SOP describes how to sew garment pieces together, using a variety of sewing machines and techniques.



- Finishing SOP: This SOP describes how to finish garments, including pressing, folding, and packaging.



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- Quality control SOP: This SOP describes how to inspect garments for defects at various stages of the production process.



SOPs should be written in a clear and concise manner, and they should be easy to follow. They should also be regularly reviewed and updated to ensure that they are accurate and up-to-date., Here are some tips for writing effective SOPs for garment production:

- ✓ Be specific and detailed. The SOP should describe each step of the process in a step-by-step manner, with clear instructions and explanations.
- ✓ Use visuals. Diagrams and photos can be helpful for illustrating complex steps or processes.
- ✓ Use simple language. Avoid using jargon or technical terms that your employees may not understand.
- ✓ Make the SOP easy to follow. Use clear headings and subheadings to organize the information, and use number lists and bullet points to make the instructions easy to read.
- ✓ Review and update the SOP regularly. As your processes change, you will need to update your SOPs to reflect the changes.

1.2 work health and safety requirements

Complying with work health and safety (OHS) requirements at all times in garment manufacturing is essential for protecting the health and safety of workers. OHS requirements vary from country to country, but there are some general principles that apply to all garment manufacturing work places. Here are some tips for complying with OHS requirements in garment manufacturing:

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Identify and assess OHS hazards. The first step is to identify and assess all of the OHS hazards in your workplace. This includes hazards such as dangerous machinery, chemicals, and repetitive tasks. Once you have identified the hazards, you need to assess the risks associated with each hazard and implement appropriate control measures. Provide training to workers. Workers need to be trained on how to safely perform their jobs and how to identify and avoid OHS hazards. Training should be provided in a language that workers understand and should be tailored to the specific hazards in the workplace. Maintain a safe and healthy workplace. This includes keeping the workplace clean and tidy, providing proper ventilation and lighting, and maintaining machinery and equipment in good condition.

Monitor and review OHS performance. It is important to regularly monitor and review your OHS performance to identify any areas where improvements can be made. This can be done by conducting OHS audits, reviewing incident reports, and seeking feedback from workers.

❖ Examples of OHS requirements that are relevant to garment manufacturing:

Machinery safety: All machinery and equipment must be properly guarded to prevent workers from being injured. Workers must also be trained on how to safely operate machinery and equipment.

Chemical safety: Chemicals must be properly labeled and stored. Workers must also be trained on how to safely handle and use chemicals.

Fire safety: The workplace must have a fire safety plan in place and workers must be trained on how to use fire extinguishers and evacuate the building in the event of a fire.

Ergonomics: Workers should have access to ergonomic workstations and equipment to prevent repetitive strain injuries.

Personal protective equipment (PPE): Workers should be provided with PPE, such as gloves, safety glasses, and respirators, as needed to protect them from hazards.

It is important to note that these are just a few examples of OHS requirements that apply to garment manufacturing. Employers should consult the relevant OHS regulations in their country for more information. By complying with OHS requirements, garment manufacturers can help to protect the health and safety of their workers and create a more productive and profitable workplace.

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1.2.1 Personal protective equipment

- Personal protective equipment (PPE) is equipment worn to protect the user from hazards that cause serious workplace injuries and illnesses. PPE is worn to protect the body from a variety of hazards, including physical, electrical, heat, chemicals, biological agents, and airborne particulates. Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

1.2.2 Components of Personal Protective Equipment (PPE)

Information on specific components of PPE. Including gloves, gowns, shoe covers, head covers, masks, respirators, eye protection, face shields, and goggles. Help protect you when directly handling potentially infectious materials or contaminated surfaces.

- Gloves** are an important safety and health tool that can be used to protect the hands from a variety of hazards. They are also used to improve grip, reduce fatigue, and improve comfort. Gloves are used in a wide variety of industries and applications.



Gowns: - help protect you from the contamination of clothing with potentially infectious material.

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Shoe and Head Covers:-Shoe and head covers provide a barrier against possible exposure within a contaminated environment.



Masks and Respirators:- Surgical masks help protect your nose and mouth from splattered of body fluids, respirators filter the air before you inhale it.



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Other Face and Eye Protection: - Goggles help protect only your eyes from splatters. A face shield provides splatter protection to facial skin, eyes, nose, and mouth.



How do you use appropriate personal protective equipment?

The gown should be donned

- **First.** The mask or respirator should be put on next and properly adjusted to fit; remember to fit check the respirator.
- **Second** the goggles or face shield should be donned next and the gloves are donned last.

Here are some benefits of using PPEs

- prevent unnecessary injury in the workplace;
- protect employees from excessive chemical exposure;
- Prevent the spread of germs and infectious diseases.

1.3 Job requirement from specifications

A job requirement is a skill, knowledge, or experience that an employer expects a candidate to have in order to be successful in a particular position. Job requirements are typically listed in job postings and descriptions, and they can be used by both employers and candidates to assess fit for a particular role.

1. Read and understand the documents carefully. Identify the key information, such as the garment style, fabric, size, and quantity.
2. Identify the tasks that need to be performed. This can be done by breaking down the garment into its component parts and identifying the steps involved in creating each part.
3. Determine the skills and knowledge required to perform each task. This will vary depending on the specific task and the garment manufacturing process used.
4. Identify the tools and equipment required to perform each task. This will also vary depending on the specific task and the garment manufacturing process used.

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Here are some examples of job requirements that can be identified from specifications, drawings, job sheets, or work instructions in garment manufacturing:

- ✚ Skill to sew different types of seams
- ✚ Knowledge of garment construction techniques
- ✚ Ability to follow patterns and instructions
- ✚ Ability to use sewing machines and other equipment safely
- ✚ Attention to detail

Once you have identified the job requirements, you can use this information to recruit and train qualified workers, and to develop efficient and effective production processes.

Here are some additional tips for identifying job requirements from specifications, drawings, job sheets, or work instructions in garment manufacturing:

- *Consider the garment manufacturing process.* The specific job requirements will vary depending on the garment manufacturing process used.
- *Consider the garment style.* Different garment styles may have different job requirements. For example, a dress may have more complex job requirements than a t-shirt.
- *Consider the fabric.* Different fabrics may have different job requirements. For example, delicate fabrics may require more care in handling and sewing.
- *Consider the size and quantity.* The size and quantity of garments being produced may also affect the job requirements. For example, large quantities of garments may require workers to work faster or to use more specialized equipment.

By carefully considering all of these factors, you can accurately identify the job requirements for any garment manufacturing job.

1.3.1 What Is Garment Spec Sheet

A garment spec sheet: - is like a blueprint that helps you communicate your design concept to your manufacturer so they can make it exactly as you envision it (and no, it's not a tech pack). With a good spec sheet anyone anywhere in the world should be able to make your garment.

I am sure you have heard horror stories from small brands working with factories and not getting the designs they wanted. But, this little sheet will help limit misunderstandings between you and your

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manufacturer, make clear quality control standards, and help create patterns quicker. While many brands hire a professional to make their garment spec sheets, I will show you how to DIY it yourself using a t-shirt as an example.



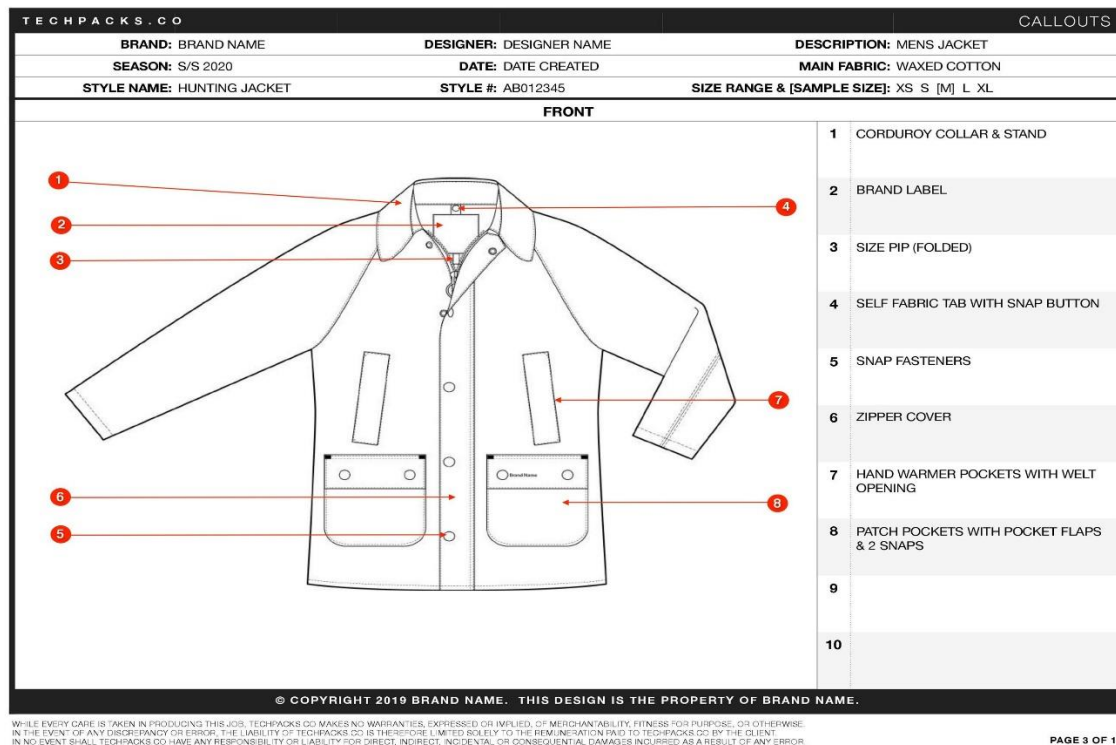
Tech Pack Vs Garment Spec Sheet

A tech pack is a complete set of guidelines a designer makes for the manufacturer to construct the garment. Basically, it's like the car manual inside your glove box - it includes everything from fabric swatches and costing to where labels should be sewn. Tech packs range from 6-12 pages of pure garment information. But, what is a garment specification sheet? A garment spec sheet is a page within your tech pack dedicated only to garment measurements and stitching instructions. A spec sheet will tell your factory every point of measure (POMs) on your garment and give them instructions on how to grade. If you don't know, grading is the process of taking a pattern and making it into a larger or smaller size. Lastly, a fashion spec sheet will let your factory know how far from perfection they

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can stray (because no one is perfect). More on that later. Simply put, a tech pack is your overall guidelines for the manufacturer, and a spec sheet is the nitty gritty measurement and construction details within it.

Example of Tech Pack



1.3.2 Important of Garment Spec Sheets

A garment specification sheet:- is used in every stage of development and production - from the first fit sample to final approval and the quality assurance inspection before the order ships. It's a vital tool to help you ensure your garment fits how you want it to. It is also an insurance policy for you and the manufacturer in case mistakes or misunderstandings happen. The thing is, no one ever gets a garment perfect on the first try.

That super huge bell sleeve you thought you wanted? Maybe you decide it needs to be a little smaller. In this case, you would revise your garment spec sheet to the new measurements after seeing the sleeve in a sample. The factory would then make a new sample with the revised sleeves.

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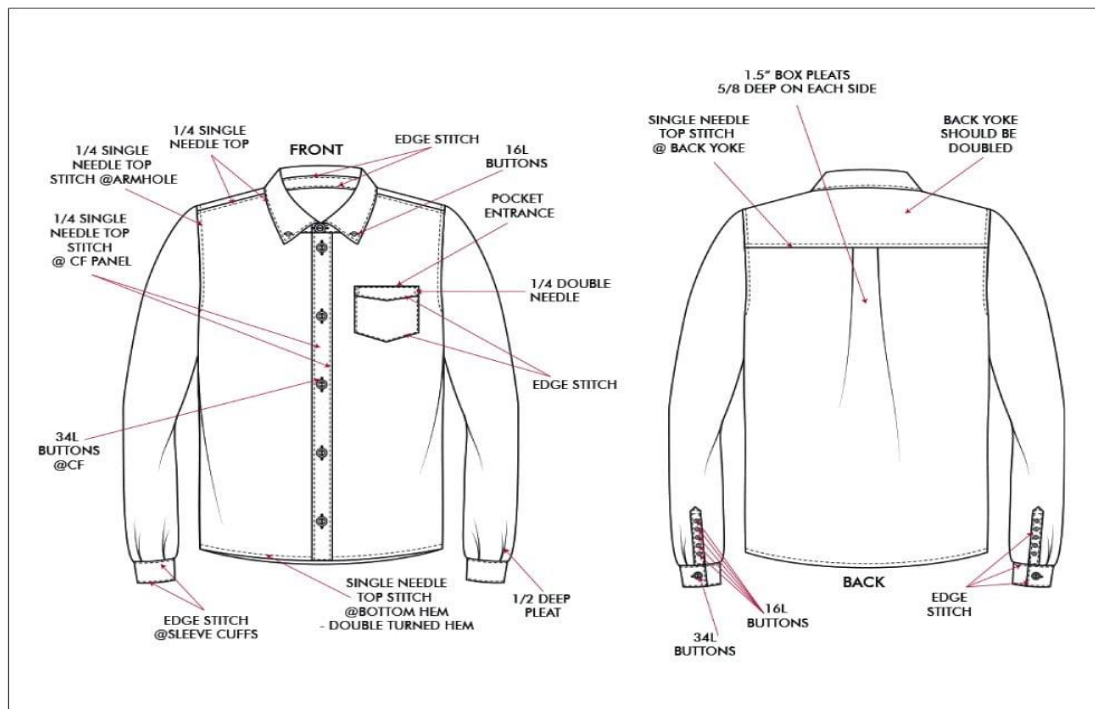
Now, imagine you open your box of 100 production pieces, and there are those huge sleeves you thought you got rid of. You can go back to your spec sheet and show the factory your changes and when you made them.

Garment specification sheets include:

A garment spec sheet or a measurement table is part of a tech pack where a designer communicates technical guidelines and requirements to the manufacturer on how to construct the garment. So what does a garment spec sheet contain and how to prepare it right? Let's dive deep into the details.

- Garment sketches. Usually front and back views. For complex garments additional detailed images may be needed
- Measurement sheet for all sizes.
- Construction guidelines/
- Stitching details and seam types

Let's take a look at the example of a garment spec sheet.



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Menswear shirt specification sheet

Added measurements and specifications will help us achieve the desired fit of the manufactured product. The manufacturer then uses the spec sheet to develop the pattern for the garment, grade it for different sizes, and finally construct a sample.

HOW TO CREATE GARMENT SPECS

One: Description: - this is just a brief description of the garment at the top of your spec sheet. So, you don't need to get creative. If it's a t-shirt, call it a 'T-Shirt'. It's that simple!

Two: Style Numbers: - Style numbers are an essential way to keep track of your garments - particularly if you're working on several different styles at once. Some brands will work on hundreds of styles a season so there needs to be an easy way to keep track of all of them.

You should create a consistent style numbering system to keep it straight. Creating a style number could be as simple as numbering each style from 1 to however many you are making. Or, you could go more complex.

Three: Product Category: - The category mentions who the garment is intended for. E.g., men, women, unisex, kids, etc.

Four: Collection: - Make sure to list your garment's season. If your t-shirt belongs to the spring/summer 2023 season, you will write SS-23.

Five: Company Information: - Every page in your spec sheet (and tech pack, for that matter) should have all your contact details. It is crucial to include them on every page because factories are chaotic and messy. Papers get separated and lost all the time. So, if page 2 gets ripped out and ends up on the floor (which, believe me, happens all the time), anyone at the factory will know how to get that page where it belongs (read, not the garbage). Make sure to include on every single page:

Your company name and logo, the logo helps people quickly see what brand they are working on. Contact details (email, address, phone number) Easy access to this info helps the factory better communicate with you. Season and delivery date this way, a factory can be certain they are using this

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season's set of garment instructions and not last year's. And it will remind them of timelines, encouraging them to meet the deadline.

SIX: GARMENT DIAGRAMS AND TECHNICAL SKETCHES: - Include a front and back view diagram of your garment but keep it simple. This is not the time to get creative with avant-garde sketches! You don't even need to know how to use adobe illustrator or another CAD program. A simple sketch with a pencil will do. Sticking to a simple black-and-white technical drawing is best. You might also want to include close-up diagrams for complex details such as pockets, stitching, and linings. Once the technical drawings are made, you will need to label all the points of measurement on your diagrams.

For example, if you were making a t-shirt, line A might represent how wide the neck opening should be, while measurement B shows the sleeve opening.

IMPORTANCE OF PICTURES IN A GARMENT SPEC SHEET: -Pictures make everyone's life easier. The truth is many people working in factories do not have the best reading and writing skills, so an image can prevent a mistake before it happens. The other thing is, as crazy as it sounds; everyone measures garments a little differently. A physical drawing that shows how each point should measure cuts down on errors.

Seven: Measurement Excel: - A measurement sheet complements the garment diagram. Earlier I mentioned all those points of measure labeled in the sketch need to be filled out in Excel with exactly how many inches or centimeters they should be. These values will help your factory create a pattern consistent with the fit you want. All POMs (points of measure) you've identified and labeled on the drawing must be reflected in the measurement sheet. Now that you understand POMs, back to the t-shirt, the POM you've marked as A should be listed in your sheet with a callout annotation telling the manufacturer exactly how many inches or centimeters it is. CODE NAME S M L, A Neckline circumference 22 24 26.

Eight: Construction Guidelines and Stitching Details:- These specifications detail what types of stitches you want to use in your garment and the types of machinery that might be needed. Some garments require special seams, which rely on hard-to-find sewing machines - it is crucial to list this out to ensure the factory has the proper equipment to make your fashion designs. You should also

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include more technical details like thread sizes, stitch per inch and seam styles.

For example, in our t-shirt, we might use plain seams and double-stitched seams.

You may find it helpful to include a seam diagram (also known as a seam indicator line) to show the factory exactly what you want. As I said, pictures are a must for keeping communication clear and preventing mistakes from happening.

Nine: Design Embellishments: - Make a note of any accessories or any extra details your garment has, such as: Embroidery, Fringes, Fastenings, Print instructions, back to our t-shirt example. Let's say I want a big virtue + vice logo on the center front chest. In this section, I will include exactly how big the logo should be and where it will be positioned on the shirt.

Ten: Additional Comments: - if you have any more information that's helpful to the manufacturers, add it here. Don't be shy; the more info (especially images), the better with a garment spec sheet.

FIGURING OUT THE ACTUAL GARMENT MEASUREMENTS:- the trickiest part of the garment spec sheet is working out the actual points of measurement. In large fashion companies, an entire team is devoted to this job. They are called the tech team. All they do is create garment spec sheets and sometimes paper patterns. To clarify, they don't touch any of the other sections of a tech pack template (that would be the designer's job) - they only work on the specs. Every garment should have anywhere from 12-30 different points of measure.

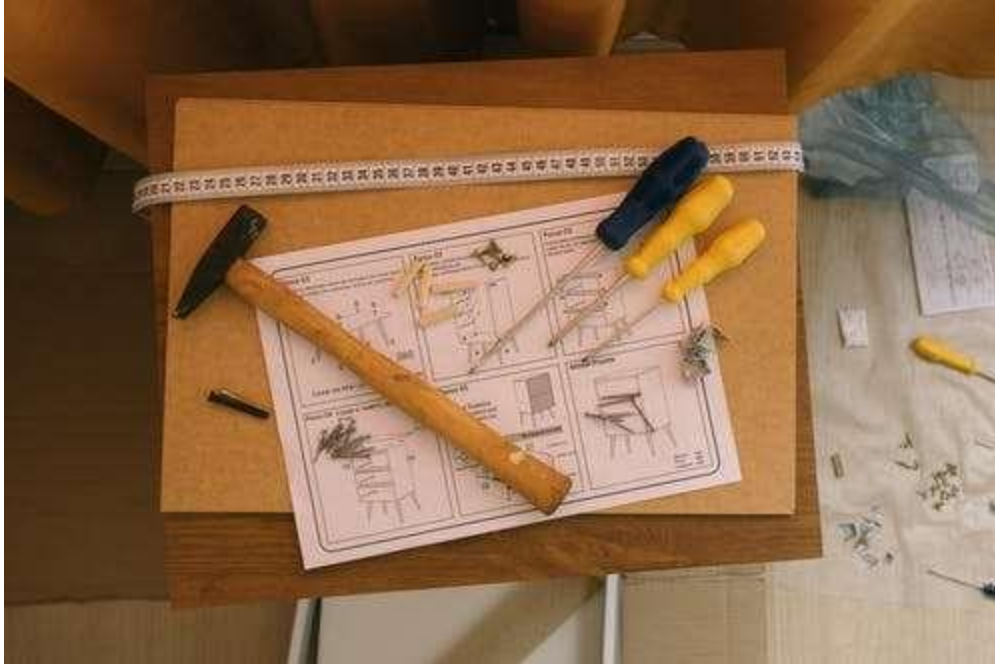
But, it gets even more complicated. Every type of garment has its own set of points of measure. So the points of measure on a t-shirt might not be the same as a tank top, which might not be the same as a blouse. I promised you could DIY this - and you can. Here are the crucial POMs you must have. Again, like everything else, the more details you can give, the better - but including these nine will give you a good head start to the perfect garment:

- Neck depth and Neck width
- Shoulder width
- Armhole opening at armpit
- Armhole opening at the bottom of sleeve
- Sleeve length
- Total shirt length
- Width of shirt under the armpit
- Width of the shirt at the bottom hem

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1.3.3 Work instructions

Work instructions: - is are formal documents that provide step-by-step instructions on how to perform an activity. The instructions are generally in-text but can also include images, pictograms and videos to clarify how to ensure reliable, efficient and correct outcomes.



Seven steps to writing amazing work instructions

Work constructions shouldn't leave room for interpretation. They need to be crystal clear, brief and simple. Here are the most vital elements of an effective work instruction template.

- Title and short task descriptions.
- Task objectives or expected results.
- Purpose of the task. And Scope of the task.
- Tools, skills or materials required for the task.
- Safety requirements.
- Step-by-step instructions for the task. And Expected outcome for each step.
- Keeping this in mind, here are the seven steps to writing clear and actionabl

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Self-check-1

Directions: Answer all the questions listed below.

PART ONE: TRUE/ FALSE QUESTIONS

1. Reallocating garment sewing machines can help to increase production capacity, improve efficiency, and reduce costs.
2. When reallocating garment sewing machines, it is important to consider the skill level of the operators.
3. Reallocating garment sewing machines to meet the requirements can help to improve production efficiency.

PART TWO: SHORT ANSWER QUESTIONS

1. How can the garment factory reallocate its sewing machines to meet the increased demand for shirts while also continuing to produce pants and dresses?
2. How would you reallocate your sewing machines to meet the requirements?
3. Your garment factory produces a variety of garments, including shirts, pants, and dresses. You have a total of 100 sewing machines, which are currently allocated as follows:
 - Shirts: 40 machines
 - Dresses: 30 machines
 - Pants: 30 machines

Due to a recent increase in demand for shirts, you need to reallocate 10 sewing machines from the pants and dresses production lines to the shirts production line. How would you reallocate the sewing machines to meet the requirements?

PART THREE: MULTIPLE CHOSE QUESTIONS

1. Which of the following is NOT a common job requirement for garment production workers?

A. Sewing experience

D. Knowledge of garment production processes

B. Attention to detail

E. College degree

C. Ability to work independently

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2. Which of the following is a common job requirement for garment production supervisors?
- A. Ability to manage a team of workers C. Ability to identify and solve problems
- B. Knowledge of garment production processes D. All of the above
3. Which of the following is a common job requirement for garment production engineers?
- A. Bachelor's degree in engineering C. Ability to design and implement new production methods
- B. Knowledge of garment production processes D. All of the above
4. Which of the following is a common job requirement for garment production quality control inspectors?
- A. Attention to detail C. Ability to identify and record defects
- B. Knowledge of garment production processes D. All of the above
5. Which of the following is a common job requirement for garment production pattern makers?
- A. Knowledge of garment construction C. Ability to create patterns for different sizes and styles of garments
- B. Ability to use CAD software D. All of the above

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Unit Two: Prepare workstation

This learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

- Setting up workbench and workplace procedures
- Laying out components in proximity

This unit covers the knowledge, skills and attitude required to finish completed work in the production of garments or other associated articles

- Setting up workbench and workplace procedures
- Laying out components in proximity

1 Prepare workstation

Preparing a workstation in garment is the process of setting up the workspace and tools necessary to produce garments. This includes ensuring that the workbench is clean and organized, that all of the necessary tools and equipment are present and in good working order, and that the work area is well-lit and ventilated.

Here are some specific steps involved in preparing a workstation in garment:

- A. Clean and organize the workbench. This includes removing any clutter or debris, and wiping down the surface of the workbench.
- B. Place all of the necessary tools and equipment within easy reach. This includes sewing machines, scissors, needles, thread, pins, and other sewing supplies.
- C. Check to make sure that all of the tools and equipment are in good working order. This includes testing the sewing machines to make sure that they are stitching properly, and sharpening the scissors if necessary.

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- D. Adjust the workbench to the correct height. The workbench should be at a height that is comfortable for the operator to work at.
- E. Position the workbench in a well-lit area. The operator should have good visibility of the work area.
- F. Ensure that the work area is well-ventilated. This will help to reduce dust and fumes in the air.

Once the workstation is prepared, the operator can begin producing garments.

- ✚ Use ergonomic tools and equipment. This will help to reduce the risk of repetitive strain injuries.
- ✚ Label all of your tools and equipment. This will help to ensure that the operator is using the correct tools for the job.
- ✚ Create a system for storing and disposing of waste materials. This will help to keep the workstation and work area clean and organized.
- ✚ Have a first-aid kit nearby. This is important in case of any accidents.



2.1 Setting up workbench and workplace procedures

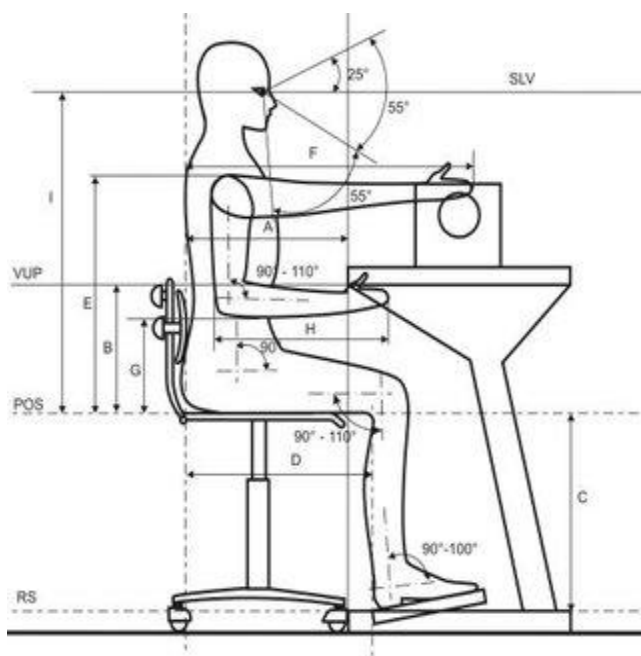
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Workbench: - is the right height and size for your needs. It should be comfortable to work at and be able to accommodate all of the tools and equipment you need.

- Place the workbench in a well-lit area with plenty of workspace.
- Organize your tools and equipment so that they are easy to reach and use.
- Keep your workbench clean and free of clutter.

Workplace procedures

- Establish clear and concise workplace procedures for all tasks. These procedures should be documented and communicated to all employees.
- Train all employees on the workplace procedures.
- Make sure that all employees have the necessary tools and equipment to perform their jobs safely and efficiently.
- Conduct regular safety inspections to ensure that the workplace procedures are being followed.
- Monitor the workplace procedures and make changes as needed.



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2.1.1. Requirements prescribed by legislation, awards, agreements and conditions of employment

These requirements may vary depending on the jurisdiction in which the employment relationship takes place, but they typically cover a broad range of topics.

Legislation is the law of the land, and it is the highest level of authority in the employment relationship. Legislation is typically passed by Parliament and sets out the minimum standards that must be met in all workplaces.

Awards are legally binding documents that set out the minimum terms and conditions of employment for workers in a particular industry or occupation. Awards are typically negotiated between unions and employer associations.

Agreements are contracts between employers and employees that set out their individual employment terms and conditions. Agreements can be either individual or collective (i.e., enterprise agreements).

Conditions of employment are any terms and conditions of employment that are not covered by legislation, awards or agreements. Conditions of employment may be set out in an employee's contract of employment, or they may be simply agreed upon between the employer and employee.

Employers are required to comply with all of the requirements prescribed by legislation, awards, agreements and conditions of employment. Failure to comply with these requirements may result in the employer being fined or prosecuted. It is important for employers to be aware of their obligations under the law and to take steps to ensure that they are complying with all of the relevant requirements.

Examples of specific requirements that may be prescribed by legislation, awards, agreements and conditions of employment:

Minimum wage: Garment workers must be paid at least the minimum wage as prescribed by law.

Overtime pay: Garment workers who work more than 40 hours per week must be paid overtime pay.

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Safe working conditions: Garment factories must provide safe working conditions for their employees. This includes providing adequate ventilation and lighting, and ensuring that all machinery is properly guarded.

Paid time off: Garment workers are entitled to paid time off for holidays and vacations.

Sick leave: Garment workers are entitled to sick leave when they are ill.

Maternity leave: Pregnant garment workers are entitled to maternity leave.

In addition to these general requirements, there may be other specific requirements that apply to the garment industry in a particular country or region. For example, some countries have laws that require garment factories to provide their employees with transportation to and from work, or to provide free meals and housing.

It is important to note that the requirements prescribed by legislation, awards, agreements, and conditions of employment in garment may change over time. Therefore, it is important for garment manufacturers and workers to stay up-to-date on the latest requirements.

Additional requirements that may apply to the garment industry in certain countries or regions:

- *Child labor:* Garment manufacturers are prohibited from employing children.
- *Forced labor:* Garment manufacturers are prohibited from using forced labor.
- *Environmental regulations:* Garment manufacturers must comply with environmental regulations, such as those governing the disposal of wastewater and hazardous materials.
- *Unionization:* Garment workers may have the right to unionize and bargain collectively for better wages and working conditions.
- *Fire safety:* Garment factories must have adequate fire safety measures in place, such as fire extinguishers and sprinkler systems.
- *Building safety:* Garment factories must be structurally sound and meet safety standards.
- *Electrical safety:* Garment factories must have adequate electrical safety measures in place, such as grounded outlets and surge protectors.
- *Chemical safety:* Garment factories must safely handle and store chemicals.
- *Noise pollution:* Garment factories must reduce noise pollution to a safe level.

Garment manufacturers should consult with the relevant authorities to learn more about the specific requirements that apply to the garment industry in their country or region.

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2.1 Laying out components in proximity

Laying out components in proximity: - is a process of arranging the various parts of a garment in a way that minimizes the amount of time and effort required to assemble it. This can be done by grouping together the components that are used most frequently, or by arranging them in a sequence that is logical for the assembly process.

Benefits of Laying Out Components in Proximity:

- Improved efficiency and productivity: By grouping together the components that are used most frequently, and arranging them in a logical sequence, workers can spend less time looking for components and more time assembling the garment.
- Reduced risk of errors: When components are laid out in proximity, workers are less likely to forget to sew on a component.
- Improved quality: By minimizing the amount of handling of components, the risk of damage is reduced.
- Better ergonomics: When components are laid out in proximity, workers can maintain a more comfortable posture and reduce the risk of repetitive strain injuries.



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Self-check- 2

Directions: Answer all the questions listed below.

PART ONE: TRUE/ FALSE QUESTIONS

1. The first step in preparing your workstation is to clean and organize your workspace. (True)
2. It is important to have all of the necessary tools and materials within reach before you begin working. (True)
3. It is important to follow safety procedures when preparing your workstation. (True)

Short Answer:

1. What are some important things to consider when preparing your workstation?

Some important things to consider when preparing your workstation include:

- i. Cleaning and organizing your workspace.
- ii. Putting away tools and materials that you are not using.
- iii. Having all of the necessary tools and materials within reach.
- iv. Following safety procedures.

2. What are some common safety hazards that can occur in a workstation?

3. How can you reduce the risk of accidents and injuries in your workstation?

- a. There are a number of things you can do to reduce the risk of accidents and injuries in your workstation, such as:

- i. Wearing appropriate safety gear, such as safety glasses, gloves, and steel-toed boots.
- ii. Being aware of your surroundings and avoiding tripping hazards and other obstacles.
- iii. Following safety procedures, such as turning off machines and equipment before servicing them.

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Choose the following question

1. Which of the following is NOT a good practice when preparing your workstation?

- A. Cleaning and organizing your workspace. C. Leaving tools and materials on the floor.
 B. Putting away tools and materials that you are not using. D. All of the above are good practices.

2. Which of the following safety hazards can be found in a workstation?

- A. Electrical hazards. C. Slips and falls.
 B. Trip hazards. D. All of the above.

3. Which of the following is a good way to reduce the risk of accidents and injuries in your workstation?

- A. Wearing appropriate safety gear. C. Following safety procedures.
 B. Being aware of your surroundings. D. All of the above.

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Unit Three: Finish work

learning unit is developed to provide the trainees the necessary information regarding the following content coverage and topics:

- Defining finishing processes for productivity and quality
- Performing finishing operations
- Checking garment or article against specifications
- Identifying and report faults
- Completing production and records

This unit covers the knowledge, skills and attitude required to finish completed work in the production of garments or other associated articles

- Defining finishing processes for productivity and quality
- Performing finishing operations
- Checking garment or article against specifications
- Identifying faults and report
- Completing production and records

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3 Finish work

3.1 Introduction of garment finishing

Garments Finishing:

Finishing is very important section in the **garment industry**. In this sector we take the finished goods from **sewing section** and keep records, then after suckering it we send to iron section. Then the ironman irons these as per buyer instructions. The thread is sucking, fusing machine, **metal Detector**, vacuum table, Steam Iron, Table grading machine, Stan drill machine etc. are used in the finishing process. Let's see the steps of garments finishing with brief descriptions

Finishing processes:- in garment are the final steps in the manufacturing process, and they are essential for ensuring that the garments are of high quality and meet the customer's specifications. Finishing processes can vary depending on the type of garment being produced, but some common finishing processes include:

Washing and drying: Garments are typically washed and dried after they have been sewn together. This helps to remove any dirt or debris from the manufacturing process, and it also helps to set the shape of the garment.

Pressing: Garments are pressed to remove wrinkles and give them a polished appearance.

Trimming: Any excess fabric or threads are trimmed away from the garments.

Quality control: Garments are inspected for defects before they are packaged and shipped to the customer.

Stitching quality: Stitching quality is another crucial element of garment quality control. The stitching should be straight, even, and consistent throughout the garment. The thread used should be strong enough to withstand wear and tear, and there should be no loose threads or broken stitches. If the stitching is not up to standard, the garment may not only look unsightly, but it may also fall apart quickly.

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Finishing quality: The finishing quality is the final step in the garment production process, where the garment is pressed, ironed, and trimmed to give it a polished and professional look. The finishing quality can greatly impact the overall appearance and durability of the garment. Manufacturers must ensure that the seams are pressed flat, buttons and zippers are properly attached, and any loose threads or excess fabric are trimmed off. A well-finished garment will not only look more aesthetically pleasing but will also hold up better during regular wear.

Finishing processes can have a significant impact on the productivity and quality of garments. By streamlining finishing processes and using efficient equipment, garment manufacturers can increase productivity and reduce costs. By investing in quality control measures, garment manufacturers can ensure that their products meet the high standards of their customers.

Here are some specific tips for defining finishing processes for productivity and quality in garment:

Identify the critical finishing processes. Not all finishing processes are equally important for productivity and quality. Identify the processes that have the biggest impact on these factors, and focus on improving those processes.

Map out the workflow. Once you have identified the critical finishing processes, map out the workflow for each process. This will help you to identify any bottlenecks or areas where improvements can be made.

Use efficient equipment. Invest in efficient finishing equipment that can help to speed up the process and improve quality.

Implement quality control measures. Put quality control measures in place to ensure that garments meet your standards before they are shipped to the customer.

Train your employees. Train your employees on the finishing processes and quality control procedures. This will help to ensure that everyone is on the same page and that the processes are carried out consistently, garment manufacturers can define finishing processes that are efficient, effective, and produce high-quality garments.

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Defining finishing processes for productivity and quality in garment, finished work is the process of identifying and implementing the most efficient and effective methods for completing the final steps in the garment manufacturing process. This includes processes such as washing, drying, pressing, trimming, and quality control.

Productivity refers to the amount of work that can be completed in a given period of time.

Quality refers to the level of excellence of the finished product. There are a number of factors that can affect the productivity and quality of finishing processes in garment manufacturing.

These include: The type of garment being produced, the equipment and materials used, The skill and experience of the workers, The workflow and layout of the workplace

In addition to this it is also important to stay up-to-date on the latest technologies and trends in the garment manufacturing industry. This will help you to identify new ways to improve the productivity and quality of your finishing processes.

Here are some examples of how garment manufacturers can use technology to improve the productivity and quality of their finishing processes:

Automated washing and drying machines can help to reduce the time and effort required to wash and dry garments., Computerized pressing machines can help to ensure that garments are pressed consistently and to a high standard., Automated trimming machines can help to reduce the risk of human error and ensure that garments are trimmed accurately., Quality control software can help to identify defects in garments quickly and accurately.

By using technology to improve their finishing processes, garment manufacturers can increase productivity, reduce costs, and deliver high-quality products to their customers.

3.2 Performing finishing operations

Finishing operations are the final steps in the manufacturing process of a product. These operations are performed to improve the appearance, durability, and functionality of the product. Finishing operations can be performed on a wide variety of products, including metal parts, plastic parts, electronic components, and garments.

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Common finishing operations

Cleaning: Cleaning operations remove dirt, debris, and other contaminants from the surface of the product.

Coating: Coating operations apply a thin layer of material to the surface of the product. This can be done to improve the appearance, durability, or corrosion resistance of the product.

Deburring: Deburring operations remove sharp edges and burrs from the surface of the product. This is important for safety and aesthetic reasons.

Grinding: Grinding operations remove material from the surface of the product to achieve a desired finish.

Polishing: Polishing operations create a smooth and reflective surface on the product.

Finishing operations can be performed manually or using automated equipment. The specific finishing operations that are required will vary depending on the type of product being manufactured.

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3.2.1 Step of performing finishing operations in garment

1. Washing and drying: Garments are typically washed and dried after they have been sewn together. This helps to remove any dirt or debris from the manufacturing process, and it also helps to set the shape of the garment.
2. Pressing: Garments are pressed to remove wrinkles and give them a polished appearance.
3. Trimming: Any excess fabric or threads are trimmed away from the garments.
4. Quality control: Garments are inspected for defects before they are packaged and shipped to the customer.

The specific steps involved in performing finishing operations will vary depending on the type of garment being produced. For example, some garments may require special washing or drying procedures, or they may need to be pressed in a specific way.

Here are some tips for performing finishing operations in garment finished work efficiently and effectively:

- ❖ Use efficient equipment. Invest in efficient finishing equipment that can help to speed up the process and improve quality.
- ❖ Implement quality control measures. Put quality control measures in place to ensure that garments meet your standards before they are shipped to the customer.
- ❖ Train your employees. Train your employees on the finishing operations and quality control procedures. This will help to ensure that everyone is on the same page and that the processes are carried out consistently.

Here are some examples of specific finishing operations that may be performed on garments:

- ✚ Steam pressing: Steam pressing is used to remove wrinkles and give garments a polished appearance.
- ✚ Hand pressing: Hand pressing is used to press delicate garments or garments with intricate details.
- ✚ Fusing: Fusing is used to bond two layers of fabric together without stitching. This is often used to create hems and facings.
- ✚ Top stitching: Top stitching is a decorative stitching technique that is often used on jeans and other workwear.

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✚ **Embroidery:** Embroidery is a decorative stitching technique that is used to create designs on garments.

By following these tips and using the appropriate finishing techniques, garment manufacturers can ensure that their products are of high quality and meet the expectations of their customers.

Flow Chart of Garments Finishing:



The steps of garments finishing are as follows-

1. **Goods Received from Sewing Section:-** At first, finished garments are received from **sewing section** as per order quantity. Good received from sewing section is the first step to finishing section.
2. **Thread Sucking by Machine:-** In this step extra loose **sewing thread** are sucking by sucking machine in garments. Threads are suckered by two systems. One by done by hand which is manual system and the other is done by sucking machine.
3. **Ironing:-** is a finishing process done by a cloth to heat and pressure with or without steam to remove creases and to impart a flat appearance to garments. Ironing process is also called as pressing process. After completing ironing, garments have to be folded.

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4. When ironing process running that time also check measurement of garments. During the ironing process measurement is also check out by the QC.
5. **Attach Price Tags and Accessories:** - After above process, different types of tags and accessories are attached with the garments as per **buyer comment**. For an export order, must attach price tags with the garments.
6. **Metal Detection:** - Garments are passed through into the metal detection m/c for metal check. Now most of the buyer recommended to use metal detector for garments more safety. To use **metal detector** for kid's item is must.
7. **Folding:** - Garments are folded according to buyer directions in a standard area. There are fore types of folding in garments. They are as follows-
 - A. Stand up
 - B. Semi stand up
 - C. Flat back
 - D. Hanger pack.
8. **Packing:-** After folding garments are ready for packing. The size of polythene is vary according to the size, garments ratio. Before **packing** it is needed to ensure the placement of sticker in proper place.

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Garments Packing Process

9. **Assortment:** - After completing the packing, it must be placed the garments in a predetermined packed by sorting according to the size and color is called assortment.
10. **Cartooning:** - At last cartooning is done according to buyer comment into the inner boxes and is properly warped by the scotch tape. Some information like carton box no, size, **shipping mark**, destination are printed on the cartoon.
11. **Final Inspection:** - Final inspection is an important part and last step of garments finishing. Normally final inspection is made by buyer. Buyer checks the garments according some rules like

3.3 Checking garment or article against specifications

Checking a garment means inspecting it for any defects in the workmanship or materials. This includes checking the stitching, seams, fabric, and any other finishing details. Checking garments is an important part of the manufacturing process, as it helps to ensure that customers receive high-quality products.

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Here are some specific things that are checked when checking a garment:

Stitching: The stitching should be even and secure, and there should be no loose threads.

Seams: The seams should be flat and smooth, and there should be no puckering or gaping.

Fabric: The fabric should be free of any holes, tears, or stains.

Finish work: The finish work should be neat and tidy, and all of the edges should be finished properly.

Fit: The garment should fit the wearer well and be comfortable to wear.

To check a garment or article against specifications with finish work, you should follow these steps:

- a. Review the specifications. Make sure you understand all of the requirements for the garment or article, including the dimensions, materials, and finish work.
- b. Inspect the garment or article carefully. Look for any defects in the workmanship or materials.
- c. Measure the garment or article to ensure that it meets the specifications.
- d. Check the finish work to make sure that it meets the specifications. This includes checking the stitching, seams, and any other finishing details.

If you find any defects, you should document them and take corrective action. This may involve repairing the garment or article, or rejecting it.

Here are some additional tips for checking garments or articles against specifications with finish work:

- ✓ Use a good light source so that you can see the garment or article clearly.
- ✓ Use a magnifying glass to inspect the garment or article closely.
- ✓ Be aware of the common defects that can occur in garments or articles.
- ✓ Compare the garment or article to a sample that meets the specifications.

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- ✓ Have a second person inspect the garment or article to confirm your findings.

By following these steps, you can ensure that the garments or articles you are checking meet the specifications. This will help to ensure that your customers receive high-quality products.

Example of Garment specification tables

Garment specification tables can be customized to include any additional information that is relevant to the garment or the manufacturing process. For example, the table may include information about the packaging requirements, the shipping instructions, or the turnaround time.

Garment specification tables are a valuable tool for garment manufacturers and customers alike. By using garment specification tables, manufacturers can ensure that they are producing the garment to the customer's exact requirements. Customers can also use garment specification **tables to check that the garment they are ordering meets their expectations**

A	B	C	D	E
Garment style	Size	Material	Construction	Quality standards
T-shirt	S-XL	100% cotton	Set-in sleeves, flatlock seams	No holes, tears, or stains

Figure for table 3.1

3.4 Identifying faults and report

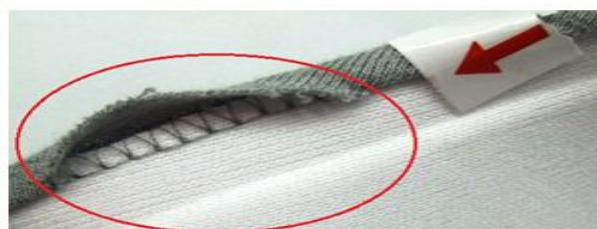
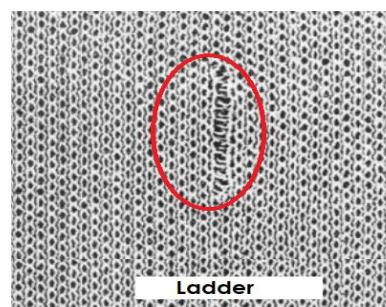
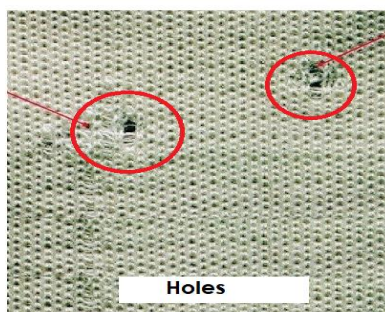
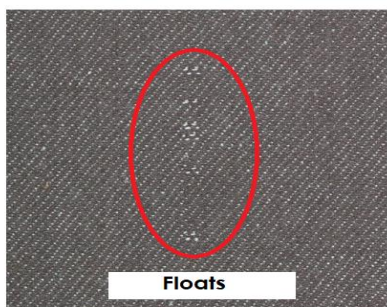
Fault in garment is any defect in the garment that makes it unfit for sale or use. Faults can occur at any stage in the garment manufacturing process, from the design and selection of materials to the cutting, sewing, and finishing of the garment.

Some common faults in garments include:

- Holes and tears: These can be caused by a variety of factors, such as faulty needles, sharp objects, or excessive wear and tear.
- Stains: These can be caused by food, drinks, chemicals, or other substances.
- Incorrect stitching: This can include skipped stitches, loose stitches, and uneven stitching.
- Incorrect sizing: This can occur if the garment is not cut or sewn to the correct specifications.

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- Color defects: This can include fading, uneven coloring, and incorrect color matching.
- Fabric defects: This can include holes, tears, stains, and irregularities in the fabric.



To identify and report faults with finish work, you should follow these steps:

1. Inspect the finish work carefully. Look for any defects in the workmanship or materials. This includes checking the stitching, seams, fabric, and any other finishing details.
2. Identify the type of fault. Once you have identified a fault, you should determine the type of fault it is. This will help you to report the fault correctly and to take the appropriate corrective action.
3. Document the fault. Once you have identified a fault, you should document it. This may involve taking photographs of the fault, writing a description of the fault, or noting the location of the fault.
4. Report the fault. Once you have documented the fault, you should report it to the appropriate person. This may be the supervisor, quality control manager, or customer.

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When reporting a fault, it is important to be as specific as possible. This will help the person who is investigating the fault to quickly identify and resolve the issue. Here are some specific examples of faults that can occur with finish work:

- **Stitching:** Loose threads, uneven stitching, and broken stitches.
- **Seams:** Puckered seams, gapping seams, and unsewn seams.
- **Fabric:** Holes, tears, stains, and discoloration.
- **Finish work:** Unfinished edges, frayed edges, and crooked hems.

Steps, you can help to ensure that faults with finish work are identified and reported quickly and efficiently. This will help to reduce the number of defective products that reach customers. Here are some additional tips for identifying and reporting faults with finish work:

- Use a good light source so that you can see the finish work clearly.
- Use a magnifying glass to inspect the finish work closely.
- Be aware of the common defects that can occur with finish work.
- Compare the finish work to a sample that meets the specifications.
- Have a second person inspect the finish work to confirm your findings, these tips, you can help to ensure that all faults with finish work are identified and reported accurately.

Finishing garment faults

Because of the complex manufacturing system in the apparel industry, defects are generated. Though Trims & accessories, and fabrics supplied by the third party, its responsibility of garments maker to check and ensure the quality of all raw materials they are using. The quality inspection system is available for all incoming raw materials which are provided by the third-party supplier. Garments Defects Inspection apply through Quality control in the Apparel Industry:

- | | |
|---|---------------------------------|
| a. Trims and Accessories Quality Inspection | d. Sewing Quality Inspection |
| b. Fabrics Inspection | e. Washing defects |
| c. Cutting and Spreading Quality checking | f. Finishing Quality inspection |

A. Trims and Accessories Defects

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- Print Problem
- Color Problem
- Code Mistake
- Fitness Problem
- Print Spot
- Measurement Problem
- Size Mistake
- Print Mistake
- Color Verify
- Gum nil
- Running Color
- PO Mistake
- Style Mistake
- Latter Mistake
- Cutting Problem
- Spot
- Broken
- Logo Mistake

B. Fabrics Defect

- ✓ Hole
- ✓ Slab
- ✓ Knot
- ✓ Others
- ✓ Spot
- ✓ Line mark
- ✓ Big Thread
- ✓ Miss Yarn
- ✓ Color Yarn
- ✓ Stop Mark
- ✓ Color Out
- ✓ Thick Yarn
- ✓ Running Shade
- ✓ Fabric Skew
- ✓ Stain
- ✓ Fabric Hand feel
- ✓ Fabric Way
- ✓ Uneven Dye
- ✓ Uneven Print
- ✓ Running shade
- ✓ Selvage shade

C. Cutting and Spreading Defects

- Miss cut
- Running shade
- Matching plies
- Number & bundling
- Bowing
- Notch mark
- Narrow goods
- Rugged cut
- Fabric way
- Measurement
- Leaning
- Tension Loose
- Bias
- Alignment
- Skew

D. Sewing Defects

- Uncut thread
- Raw edge out
- Uneven lob
- Uneven topstitch
- Down stitch
- Puckering
- Overstitch
- Broken stitch
- Loop slanted
- Short stitch
- Skip stitch
- Open stitch

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- Up-Down position
- Rejected
- Visible joint
- label displace
- Wrong embroidery
- Checkup down
- Mouth Close Up Dow
- Untrimmed Thread

E. Washing Defects

Garments washing is the process to improve hand feel, appearance, and better outlook of garments. We need to reduce the rate of washing defects/faults at a minimum level.

F. Garments Washing Defects

- Garments Discoloration
- Poor Hand Sanding
- Care Label Fading/ Damage
- Off Shade
- Shade Variation
- Over Washing
- Washing Damage
- Washing Spot
- High pH Level
- Poor Grinding
- Lycra Out
- Poor Sand Blasting
- High Abrasion Effect
- Color Bleeding at Pocket Bag and Label
- Washing Mark
- Poor Hand Feel

G. Finishing Defects

1. Uncut thread
2. Iron problem
3. Broken stitch
4. Button alter
5. Skip stitch
6. Bar tack Defect
7. Oil / Dirty
8. shading
9. Runoff stitch
10. Process mistake
11. Raw edge out
12. Fabric faults
13. Sewing reject
14. Size mistake
15. Checkup down
16. Oil Strain/Dirty Stain
17. Damage
18. Needle Mark/Cut
19. Overstitch
20. Stone in garments
21. Shading

Finishing components

- Tags
- Trims
- Ribbons
- Buttons
- Fasteners
- Labels
- Belt and button loops
- Hooks
- Embellishment like embroidery, stickers

Finishing operations

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- Trimming loose threads
- Checking
- Spotting
- Sorting
- Hand or machine sewing buttons or fasteners
- Hand or machine sewing
- Ironing
- Securing lining
- Sewing and cutting button holes
- Attaching accessories or trims
- Attaching tickets and labels
- Closing closures / zips, buttons etc.
- Bundling
- OHS practices
- Manual handling techniques
- Ergonomic working tables
- Standard operating procedures
- Safe materials handling
- Implement in work flow rest breaks
- Ergonomic arrangement of workplaces
- Following marked walkways
- Cleaning of work space
- Safe storage of equipment
- Reporting accidents and incidents
- Environmental practices

3.5 Completing production and records

Completing production and records with finish work in garment involves completing all of the necessary steps to ensure that the garments are of high quality and meet the customer's specifications, and then recording the relevant data. This may include: Inspecting the finished garments for defects: This is done to ensure that the garments are of high quality and meet the customer's expectations. Defects can include holes, tears, stains, stitching errors, and incorrect sizing. Counting the finished garments: This is done to ensure that all of the garments that were produced are accounted for. Recording the production data: This may include the number of garments produced, the type of garments produced, the date of production, and any other relevant information. Packaging the finished garments: This is done to protect the garments from damage during shipping. Shipping the finished garments to the customer: This is done to ensure that the customer receives their garments on time and in good condition. In addition to these steps, it is also important to keep accurate records of the production process. This can help to identify and address any bottlenecks or inefficiencies in the process, and to ensure that all of the garments are produced to a high standard.

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Here are some tips for completing production and records with finish work in garment:

- Use a production schedule to track the progress of the production process.
- Implement a quality control system to identify and correct any defects in the garments before they are shipped to the customer.
- Use a shipping system to track the shipments and ensure that the garments are delivered to the customer on time.
- Use a computer system to record the production data. This will help to improve efficiency and reduce errors.
- Train your employees on the finishing work and record-keeping procedures. This will help to ensure that everyone is on the same page and that the processes are carried out consistent.

Example of Completing production and records.

ABC Exports Daily Production Report																		
															Date: 12-May		12-May	
															Prepared By		Sanjeev	
		TTL Manpower	Colors	Order qty. (extra % included)	Loading date	Loading				Sewing				Issue to Finishing				
Line #	Style3					Til date	Today	Cumm	Balance to load	Til date	Today	Cumm	Balance to sew	Til date	Today	Cumm	Balance to issue	
1	ABC	50	Red	4000	1-May	4000	0	4000	0	4000	0	4000	0	3500	300	3800	200	
			Blue	5000	7-May	3500	1000	4500	500	3500	500	4000	500	2000	500	2500	1500	
			Green	4000	7-May	4000	0	4000	0	4000	0	4000	0	0	0	0	0	
Line_sub_total						13000	7500	1000	8500	4500	7500	500	8000	500	5500	800	6300	1700
2	DFE	45	White	4500	3-May	2500	800	3300	1200	2500	500	3000	300	2000	500	2500	500	
			Black	2500	10-May	1000	600	1600	900	800	500	1300	300	500	300	800	500	
				7000		3500	1400	4900	2100	3300	1000	4300	600	2500	800	3300	1000	
Line_sub_total						1200	1200	0	1200	0	1200	0	1200	0	800	400	1200	
3	#2341A	35	White	1200	2-May	1200	0	1200	0	1200	0	1200	0	0	100	100	200	
			Black	1200	5-May	300	200	500	700	100	200	300	200	0	100	100	200	
				2400		1500	200	1700	700	1300	200	1500	200	800	500	1300	200	
Floor_Total						130												
						12500	2600	15100	7300	12100	1700	13800	1300	8800	2100	10900	2900	

Self-check-3

Directions: Answer all the questions listed below.

PART ONE: TRUE/ FALSE

1. Completing production and records with finish work in garment involves ensuring that the garments are of high quality and meet the customer's specifications, and then recording the relevant data. (True)
2. It is important to inspect the finished garments for defects before they are shipped to the customer. (True)

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3. It is important to record the production data so that bottlenecks or inefficiencies in the process can be identified and addressed. (True)

Choose the following question

1. Which of the following is NOT a step in completing production and records with finish work in garment?

- A. Inspecting the finished garments for defects.
 B. Counting the finished garments.
 C. Recording the production data.
 D. Shipping the finished garments to the customer.
 E. Sewing the garments together.

2. Which of the following is a benefit of using a computer system to record the production data?

- A. Improved efficiency and reduced errors.
 B. Easier to track the progress of the production process.
 C. Easier to identify and correct defects in the garments.
 D. All of the above.

3. Which of the following is a good tip for completing production and records with finish work in garment?

- A. Train your employees on the finishing work and record-keeping procedures.
 B. Use a production schedule to track the progress of the production process.
 C. Implement a quality control system to identify and correct defects in the garments.
 D. All of the above.

Short Answer:

4. What are the steps involved in completing production and records with finish work in garment?
5. Why is it important to inspect the finished garments for defects before they are shipped to the customer?
6. What are some of the benefits of using a computer system to record the production data?

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